



## **Public Health**

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**Frederick County Health Department**

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### **Procedure for Submitting Plans for Food Service Facilities Regulations COMAR 10.15.03, Section .33**

#### **Plan Review of Future Construction**

When a food service facility is constructed or materially altered, or when an existing structure is converted for use as a food service facility, properly prepared plans and specifications for the construction, remodeling, or alteration, showing layout, arrangement, construction work areas and the location, size, manufacturer, and model number of equipment and facilities, **shall be submitted to the Approving Authority and approved before work is begun.**

#### **Procedure for Submitting Plans for Food Service Facilities**

1. Obtain a copy of the MD Food Service facility regulations, COMAR 10.15.03, and discuss requirements with one of the Health Department Food Control Division sanitarians.
2. Verify that the proposed work is in accordance with applicable building, plumbing, zoning, and Environmental Health Services requirements.
3. Prior to any construction, alteration, or equipment change, submit plans and specifications to include:
  - a. Floor plan- to be drawn to scale or dimension, and illustrating layout and arrangement of all equipment.
  - b. Equipment listing – Provide a specification sheet (cut sheet) for each piece of equipment to include make and model information, proof of sanitation equivalent, and equipment dimensions. Number the specification sheets to correspond with the floor plan. New equipment must meet NSF sanitation approvals or equivalent (e.g. U.L. Sanitation, ETL Sanitation, Commercial Refrigeration Manufacturers' Association, and Bakery Industry Sanitation Standards Committee).
  - c. Construction materials and finish schedules – floor, wall, and ceiling finishes.
  - d. Plumbing – A plumbing layout and/or riser diagram which indicates the proposed location of all fixtures such as hand sinks, toilets, utility sinks, floor drains, floor sinks, hose stations, hub drains, grease trap size and location, and backflow preventors.
  - e. Water supply and sewage disposal – describe proposed method and contact agencies responsible.
  - f. Ventilation – A detailed description of the proposed ventilation system. The system must ensure adequate air exchange, ventilation, and air balance. Information on



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kitchen hood systems must include documentation of listings such as NSF-2, UL-710, and NFPA-96, and must list exhaust and supply air volumes.

- g. A lighting schedule.
- h. Trash Storage – submit details specifying type, location and number of storage containers, and describe methods for cleaning containers and disposal of the wastewater.
- i. Submit a finalized menu and HACCP (Hazard Analysis Critical Control Point) plan for review according to COMAR 10.15.03.33E & F.
- j. Submit the \$75.00 HACCP Review fee and the \$100.00 plan review fee at time of submittal. Make checks payable to FCHD.
- k. Provide phone and email contact information for questions.

**NOTE: Written approval from the Food Control Office must be received before any construction or alterations begin.** Just prior to the pre-opening inspection submit the completed application, workers compensation form and applicable food service facility license fee. When all construction is complete and equipment has been installed, a final opening inspection must be obtained to ensure compliance with the food service facility regulations. Once approved for opening, the facility will receive the food service facility license via mail.

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